

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2305

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Agency Department of Public Safety And Correctional Services Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
A.	<p>COMPLIANCE (replaces schedule # 2092)</p> <p>COMPLIANCE SERIES This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS)</p> <p>1. Security Equipment Inventory/Inspection Forms (DPDS #243-94):</p> <ul style="list-style-type: none"> a) MDC Duty Capt. b) WDC c) JI d) RLP e) O'B HS f) MDC Control g) Post #6 h) Tactical Equip. Rm. i) MDC Seg. j) WDC Seg. k) MDC RDCC l) WDC RDCC m) WDC Infirmary n) Training Dept. o) Post #1 p) Security Chief q) MDC P/C r) Transp-Office s) Transp-Mitchell t) Transp-Post Office u) Transp-North Ave. v) Transp-Wabash w) Transp-Southern 	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

Schedule Approved by Department, Agency, or Division Representative.

Date February 6, 2004

Signature *Margaret Boulware*

Typed Name Margaret Boulware

Title Sgt. BCDC Compliance

Schedule Authorized by State Archivist

Date JUN 16 2004

Signature *Edward C. Papenfuss*

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	<p>Security Equipment Inventory/Inspection Forms (DPDS #243-94) con't:</p> <ul style="list-style-type: none"> x) Transp-Equip. Room y) Transp-Capt. <p>2. Security Equipment Issue/Return Forms (DPDS #298-94):</p> <ul style="list-style-type: none"> a) MDC Duty Capt. b) WDC Control c) JI d) RLP e) O'B HS f) Post #6 g) Tac Room h) MDC RDCC i) Post #1 j) MDC Seg. k) WDC Seg. l) Transp-Mitchell m) Transp-Post Office n) WDC Infirmary o) WDC RDCC p) Security Chief q) MDC P/C r) MDC Control (P. Mace) s) JI (P. Mace) <p>3. Gas Gun Inventory/Inspection:</p> <ul style="list-style-type: none"> a) MDC Control b) JI Post #200 	<p>Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)</p>

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	<p>4. Weapons Issue/Return Forms- (DPDS # 237-94)</p> <ul style="list-style-type: none"> a) Post #6 b) Post #1 <p>5. Weapons Condition Checklist-Post #6</p> <p>6. Arsenal Inventory/Inspection Forms (DPDS # 320-94)</p> <p>7. Radio Accountability Sheets:</p> <ul style="list-style-type: none"> a) MDC Control b) MDC North c) MDC South d) MDC Anx/Wyatt/Acup e) Tac. Room f) WDC g) JI h) Segregation/Seg. OIC i) Fire Marshal j) Recreation Supv. k) K-9 l) Maintenance m) RDCC Supv./Traffic n) Health & Safety o) Duty Capt p) Operations q) Training r) RLP s) Admin. Building 	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	<p>8. Search Reports (DPDS #236-94):</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS f) K-9 g) SSU h) Facility Search (mass shakedown) <p>9. Key Inventory/Inspection Forms (DPDS #256-94):</p> <ul style="list-style-type: none"> a) MDC Control b) MDC Control (white bx) c) MDC Sections d) MDc Duty Capt. e) MDC RDCC f) MDC IMHU/Clinic g) Medical (control keybx) h) Dietary i) Post #1 j) Post #3 k) Post #6 l) Post #6 Emerg. Keys m) Post #25 Emerg. Keys n) Acupuncture o) School p) Tac Room q) Maintenance r) Inmate Grievance Office s) Post #46a t) WDC Sections u) WDC Control (key cabnt) 	<p>Retain for two (2) years or until MCCA audit requirements have been fulfilled, then destroy. (A)</p>

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	Key Inventory/Inspection Forms (Cont): v) WDC infirmary w) RLP Box 1 x) RLP Box 2 y) O'B House z) JI Post #200 aa) JI Post #201 bb) JI Emerg. Keys cc) JI Sections/Supv. dd) JI Admin. Services ee) Support Serv. Office ff) Laundry gg) Mailroom hh) Inmate Property Room ii) Supply Room jj) Building Constr. kk) Health & Safety ll) Training Dept. mm) K-9/SSU/Box2 nn) Fleet Office oo) Transp. Office pp) Transp. Equip. Room qq) Key Control Box 1 rr) Key Control Box 2 ss) Key Control Box 3 tt) Key Control Box 4 uu) Key Control Storage Rm. vv) Key Control Blanks	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	10. Key Issue/Return Forms (DPDS #159-94): a) MDC Control b) MDC Duty Capt c) MDC RDCC d) Dietary e) Inmate Grievance Office f) Post #46a g) Post #1 h) Post #3 i) Post #6 j) Tac Room k) School l) IMHU/Clinic m) Medical (control key bx) n) WDC o) WDC Infirmary p) JI Post #200 q) JI Post #201 r) JI Supv. s) JI Admin. Services t) RLP u) RLP Box 2 v) O'B HS w) Maintenance x) Support Serv Office y) Laundry z) Building Constr aa) Health & Safety bb) Training Dept. cc) K-9/SSU dd) Fleet Office ee) Transp Office ff) Key Control Office	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	<p>11. Tool Inventory/Inspection Forms:</p> <ul style="list-style-type: none"> a) Maint (shop) b) Maint (t bx) c) Maint (flr/ladders) d) Fleet Office e) Key Control Office f) Dietary g) Supply Room h) Health & Safety i) Outside Contractors j) Duty Capt. k) Security Chief l) MDC Kitchen m) RDCC n) MDC North (clippers) o) MDC South (clippers) p) Annex (clippers) q) Juveniles (clippers) r) WDC Supv (clippers) s) JI (clippers) t) RLP (clippers) u) O'B Hs (clippers) v) Tool Control Officer (clippers) <p>12. Tool Issue/Return Forms:</p> <ul style="list-style-type: none"> a) Maint Office b) Health & Safety c) Dietary d) Fleet Office e) Duty Capt. f) Security Chief g) MDC Kitchen h) RDCC 	<p>Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)</p>

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	Tool Issue/Return Forms (con't): i) Key Control Office j) MDC North (clippers) w) MDC South (clippers) x) Annex (clippers) y) Juveniles (clippers) z) WDC Supv (clippers) aa) JI (clippers) bb) RLP (clippers) cc) O'B Hs (clippers) 13. A/R Log (copy) 14. A/R Monthly Stat Report 15. Daily P.M. Vehicle Inspection Forms (<i>samples</i>): a) Transp b) RLP c) Support 16. Vehicle Issue/Return Forms 17. Quarterly P.M. Records 18. Vehicle Extinguisher/1st Aid Kit Checklist 19. Emergency (mock) Exercises 20. 1st. Aid Kit Reports	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	<p>21. On-Call Schedules:</p> <ul style="list-style-type: none"> a) P.A. b) Pysch <p>22. Emerg Medical Equip Checklist:</p> <ul style="list-style-type: none"> a) MDC Clinic b) WDC c) IMHU <p>23. Emerg Medical Box (crashcart) Checklist:</p> <ul style="list-style-type: none"> a) MDC Clinic b) WDC c) IMHU <p>24. Routine Health Services Schedule</p> <p>25. Insulin Records</p> <p>26. Medication Disposal Log Sheet:</p> <ul style="list-style-type: none"> a) Dispensary b) WDC Infirmary <p>27. Meds Returned to Pharm List:</p> <ul style="list-style-type: none"> a) Dispensary b) WDC Infirmary <p>28. Med Transfer Sheet:</p> <ul style="list-style-type: none"> a) IMHU b) Dispensary c) WDC Infirmary <p>29. Medical Waste Receipts</p>	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	30. Med/Sharp Record (CDS Invent/Use): a) IMHU b) WDC Infirmary c) Dispensary 31. Sched. Drug Count/Verification Sheet: a) IMHU b) Dispensary c) WDC Infirmary 32. Methadone Log Sheet 33. Medical Instrument Inventory/Inspection Form: a) IMHU b) Clinic c) WDC Intake d) WDC Infirmary 34. Dental Instrument Inventory/Inspection Form 35. Med/Sharp Record (Sharps Invent/Use): a) IMHU b) Clinic c) WDC Infirmary d) WDC Intake e) Dental 36. Dental Daily Needle Log 37. Dental Lidocaine Record	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	<p>38. Count Correct Form:</p> <ul style="list-style-type: none"> a) IMHU b) Clinic c) WDC Infirmary d) WDC Intake <p>39. Acupuncture Inventory/Usage Form:</p> <ul style="list-style-type: none"> a) MDC b) WDC <p>40. Meal Summary Sheets:</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI/RLP/O'B HS d) Transp/Courts <p>41. Dietary Supv. Shift Reports:</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI <p>42. Employee Dietary Med Screening Records</p> <p>43. Inmate Dietary Med Screening Records</p> <p>44. Diet Census/Verification Forms</p> <p>45. Dietary Closing Checklists:</p> <ul style="list-style-type: none"> a) WDC b) JI 	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy (A)

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	<p>46. Refridgeration/Dish Machine Temps:</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI <p>47. Utensil Inventory Forms:</p> <ul style="list-style-type: none"> a) MDC (main kitchen) b) MDC (catering) c) JI d) RLP e) O'B HS f) Post #8 Knives <p>48. Utensil Issue/Return Log:</p> <ul style="list-style-type: none"> a) MDC b) JI c) RLP d) O'B Hs <p>49. Uniform Issue/Return Log:</p> <ul style="list-style-type: none"> a) Annex 1 b) Annex 2 c) Annex 3 d) Annex 4 e) MDC Seg f) Juv (male) g) Juv (female) h) Wyatt i) RLP j) O'B Hs k) JI l) WDC Post #90 m) WDC Post #86 Seg. n) WDC RDCC 	<p>Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)</p>

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	Uniform Issue/Return Log (con't): o) WDC Post #83 p) WDC SAP q) Building Constr. r) Laundry s) Health & Safety t) Paint & Sanitation u) Storeroom 50. Custody In Sheets (Indv. linen iss/ret): a) MDC b) WDC 51. Section Laundry Iss/Ret Records 52. Laundry Service Requests 53. Clothing Convert to Inst. Use Records 54. Clothing Disposal Records 55. Abandoned Inmate Property (30 day Invent/Disposal) 56. Semi-Annual Property Room Inventory 57. Inmate Orientation (Alpha In-Sheets) 58. 1 yr. Inmate Reclass Log Sheets 59. Case Records Distr/Transf/Disp: a) Central Records Dept b) Medical Records Dept	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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	60. Samples: Religious Services Logs 61. Samples: Indigent Clothing Logs 62. Samples: Commissary Slips for Indigent Kits 63. Samples: Press Visits Agreements / Refusals 64. Samples: Inmate Grievance Logs 65. Samples: Law Library Requests 66. Samples: Acupuncture Program Rosters 67. Samples: Inmate Special Program Rosters 68. Samples: TCF Receipts (Section Issue) 69. Samples: TCF Receipts (on site disposal, if any) 70. Samples: Intake log sheets (BCBIC) for "New-Man Kits"	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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B.	<p><u>COMPLIANCE SERIES</u> This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).</p> <p>1. Worksheets:</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS <p>2. Tour Sheets (DPDS #252-94):</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS <p>3. Weekly Supv Security Inspection Forms (DPDS #238-94):</p> <ul style="list-style-type: none"> a) Area 1 b) Area 2 c) Area 3 d) Area 4 e) Area 5 f) Area 6 g) Area 7 <p>4. Random Drug/Alcohol Test Records</p> <p>5. BCDC Count Sheets</p>	Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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	<p>6. Samples: Section Activity Sheets</p> <ul style="list-style-type: none"> f) MDC g) WDC h) JI i) RLP j) O'B HS <p>7. Post Order Sign-Off Sheets</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS f) Visiting Areas g) Transportation <p>8. Intake Phone Call Log Sheets-WDC</p> <p>9. Special Confinement Activity Sheets (DPDS #235-94):</p> <ul style="list-style-type: none"> a) MDC Seg b) MDC P/C c) MDC Isol/SecI d) MDC Sect Lock e) WDC Seg f) WDC P/C g) WDC Isol/SecI <p>10. Suicide Watch Records</p> <ul style="list-style-type: none"> a) MDC b) WDC 	<p>Retain for two (2) years or until MCCA audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)</p>

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	11. 30-Day Reviews: a) Seg b) P/C 12. Internal Fire Safety Inspection Forms (DPDS #221-010): a) MDC (N,S,WYTT) b) Maintenance/P. Plant c) WDC d) JI / EBDAC e) RLP f) O'B HS g) Admin Building h) Kitchens (MDC/WDC) i) Acupuncture Trailers 13. Quarterly Sprinkler Alarm System Insp. 14. Monthly Fire Extinguisher Insp. 15. Annual Fire Extinguisher Service 16. Semi-Annual Kitchen Fire System Insp. 17. Quarterly Fire Drills (DPDS #101-045): a) MDC b) WDC c) JI d) RLP e) O'B HS 18. State Fire Marshall's Annual Inspections	Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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	19. Bi-Annual MOSHA Inspections. 20. DHMH Annual Kitchen Inspections 21. Weekly Kitchen Inspections: a) MDC b) WDC c) RLP d) O'B HS 22. Toxic, Caustic, & Flammables Inventory/Use (DPDS #187-94): a) Maintenance b) P. Plant/Shed c) Dietary d) Health & Safety e) Building Constr f) Supply Room g) RLP h) O'B HS i) Fleet Office j) Security Chief k) Dietary Maintenance l) Commissary m) Training Dept. n) WDC Health & Safety	Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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	<p>23. Weekly Sanitation Inspections:</p> <ul style="list-style-type: none"> a) MDC North b) MDC South c) MDC Annex/Wyatt d) MDC Medical e) WDC Medical f) Maintenance g) P. Plant h) WDC i) JI j) RLP k) O'B HS <p>24. Reg & Emerg Pest Control Records</p> <p>25. Solid Waste Disposal Records</p> <p>26. Sanitation Checklists</p> <p>27. Indigent Kit Receipt Books:</p> <ul style="list-style-type: none"> a) MDC b) WDC <p>28. Front Gate Reports (indv. linen iss./ret.):</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS <p>29. Vehicle Log Books (searches)</p> <p>30. Section & Attorney Visit Log Books</p>	Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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Division/Unit Division of Pretrial
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C.	<p><u>COMPLIANCE SERIES</u> This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).</p> <ol style="list-style-type: none"> 1. Master Schedule 2. Master Listings: <ol style="list-style-type: none"> a) Security Equipment b) Radios c) Keys d) Tools e) Vehicles f) Weapons g) Medical Instruments h) Dental Instruments i) Kitchen Utensils j) TCF Materials 3. Infirmary License/Permit 4. Drug Formulary 5. Approved Menu/Dietician's License 6. Dietary License/Permit 7. Allowable Property List 8. Medical Contract / Amendments 9. Dietary Contract / Amendments 	<p>Retain until superceded, then destroy (C)</p>

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E.	<u>COMPLIANCE SERIES</u> This series includes documents, forms, and other materials that are temporarily retained for sample purposes. 1. Section Activity Sheets: k) MDC l) WDC m) JI n) RLP o) O'B HS	Retain for six (6) months; then destroy. (E)

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